

## **NON-CONTRACT RECALL**

### **P-1 Type 058 Recall of Term Employee to State Employment**

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NOTE: Recalls can get confusing as each individual's situation is unique. Please call or email DAS-HRE Pre-Audit if you have any questions at all regarding recalls.

- Non-contract employees are only eligible for recall to the class and employing unit from which laid off.
- A 058 Recall – Term P1 is used to recall an employee who is currently “Terminated” in HRIS.
- Enter the BrassRing number of the Recall list in the P1 remarks as well as the “Cert. Number” line.
- Upon recall, the employee shall be paid at the same pay rate as when laid off or bumped.
- Employee will receive any pay grade, pay plan, class or general salary increases that occurred during the time the employee was on layoff.
- Enter a note in the P1 remarks about any increases the employee missed while on layoff (step increases, ATBs, etc). Also include calculations for the new rate of pay, if applicable.
- The Step Increase date will be adjusted forward by the period of time on layoff if laid off for more than 30 days. Please refer to the section below for instructions on how to adjust the Step Increase date.
- Employee will have a permanent Employee Status upon recall.
- The Date of Employment, Seniority Date and Vacation Anniversary date will be restored to what they were at the time of layoff.
- Employee's unused accrued sick leave shall be restored if the employee is reinstated within two years following the date of layoff.
- If an employee is recalled in the same fiscal year in which laid off, the “temporary care of immediate family” balance at the time of layoff will be restored.

### **Administrative Rule 53.6(11)**

**53.6(11) Recall.** If an employee is recalled in accordance with 11—subrule 60.3(6), the employee shall be paid at the same step or pay rate as when laid off or bumped, including any pay grade, pay plan, class or general salary increases, except as provided in subrules 53.6(1) and 53.6(2). For setting eligibility dates, see subrule 53.7(5).

Also refer to Managers & Supervisors Manual: Chapter 16 Layoff – Section 16.25 Recall

### **Step Increase Date**

If an employee was laid off for more than 30 days the step increase date must be adjusted forward by the period of time on layoff. If an employee was laid off for 30 days or less no adjustment needs to be made.

Step increases for non-contract employees are discretionary. They are also based on performance, are not automatic, and may be delayed beyond completion of the employee's minimum pay increase eligibility period. To be eligible for a step increase, the employee must have a current performance evaluation on file with a rating of at least “meets job expectations.”

If an employee is eligible for a step increase upon recall, the agency can decide whether or not to give the employee an increase at that time.

**Past-Due Step Increase Date:** If an employee's step increase date **passed** while they were on layoff, the employee will receive the increase upon return, if applicable. The step increase date will be set to 52 weeks from their old step increase date **and** will be adjusted forward by the length of time on layoff (if laid off for more than 30 days).

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Example:

Laid off: 01/05/2012    Recalled: 03/30/2012    Step increase date at time of layoff: 02/17/2012

The employee receives the step increase upon recall because it is past-due.

The step increase date is then adjusted to 02/15/2013 + 6 pay periods on layoff (85 days / 14)

= **05/10/2013** adjusted step increase date

If your department decided not to give an increase in the above example, the step increase date would be adjusted from 02/17/2012 to 05/11/2012.

**Future Step Increase Date:** If the step increase date is in the **future** when the employee is recalled, it is adjusted forward by the length of time the employee was on layoff.

Example:

Laid off: 01/05/2012    Recalled: 03/30/2012    Step increase date at time of layoff: 04/27/2012

The step increase date is adjusted 04/27/2012 + 6 pay periods on layoff (85 days / 14)

= **07/20/2012** adjusted step increase date

**Quick Reference:** *Adjusting the Step Increase Date* document for instructions and link to the Time/Date Calculator, <http://www.timeanddate.com/date/duration.html>.